

Job Vacancy: Extracurricular Activities Coordinator

The Extracurricular Activities Coordinator is responsible for the day-to-day operations and successful implementation of the school's extracurricular (AES) program. This dynamic role requires strong organizational skills, high attention to detail, and the ability to manage multiple projects simultaneously.

Responsibilities:

1. Program Implementation

- Execute the implementation of AES activities in strict accordance with school Guidelines and Standard Operating Procedures (SOPs).
- Manage all activity logistics, including equipment procurement, transportation, and venue arrangements.
- Maintain accurate, up-to-date records of student participation, daily attendance, and achievements.

2. Activity Management

- Oversee the daily operations of all student extracurricular activities.
- Liaise closely with activity leaders, coaches, and instructors to ensure smooth and high-quality program delivery.
- Monitor activity quality consistently and ensure strict adherence to safety standards.
- Coordinate and attend events, competitions, and performances related to extracurricular activities.

3. Student Engagement

- Promote extracurricular activities actively to students to encourage high participation rates.
- Evaluate student engagement in each activity and propose strategic improvement plans to enhance activity quality

4. Administrative Support

- Prepare comprehensive activity reports and participation statistics for management review.
- Maintain a detailed inventory of all equipment and supplies used for extracurricular activities.
- Assist in the development and updating of activity handbooks and safety protocols.

Qualifications and requirements:

- Bachelor's Degree in Education, Sports Management, Hospitality Management, or a related field.
- Minimum of 3 years of proven experience in program coordination, event management, or a similar role.
- Strong organizational and time management skills with a proven track record of multitasking.
- Excellent interpersonal abilities with the capacity to communicate and collaborate effectively with a wide range of stakeholders, including parents, teachers, coaches, and internal school teams.
- Strong collaboration skills to work closely with the AES team in planning, implementation, and reporting operations.
- Demonstrated leadership to oversee daily AES operations, combined with strong problem-solving and classroom management skills to support coaches and handle challenges effectively.
- Fluency in written and spoken English and Bahasa Indonesia; proficiency in French is a distinct advantage.